

Jensen Memorial Library Minutes - June 9, 2015

Meeting called to order at 4:01 p.m. Open Meetings Act is posted in meeting room.

Sue, Liz, Laurie, Angie, & Director Janene present. Cheryl absent.

Minutes from previous meeting were reviewed. Sue moved and Angie seconded to approve minutes as presented. YES: all in favor NO: no one ABSENT: Cheryl

No public comment was presented on agenda items.

BILLS SUBMITTED FOR PAYMENT

Bills were reviewed and discussed. Liz moved and Sue seconded approval of the bills. YES: all in favor NO: no one ABSENT: Cheryl

DIRECTORS REPORT

Budget was reviewed. May Statistics - a note was made to get new policy reminder in to the Courier. Bushes on Northeast corner to be removed and trees to be noted with the tree board.

NEW BUSINESS

- Approval of New Statistics policy - Angie moved to approve and Laurie seconded YES: all in favor NO: no one ABSENT: Cheryl
- Review of Confidentiality of Customer Records policy - A note was made to check wording on #5. Laurie moved to approve and Liz seconded. YES: all in favor NO: no one ABSENT: Cheryl
- Review of Crane Room Use policy - Sue moved to approve and Angie seconded YES: all in favor NO: no one ABSENT: Cheryl
- Review of Heritage Room Use policy - Liz moved to approve and Laurie seconded YES: all in favor NO: no one ABSENT: Cheryl
- Review of Community Bulletin Board policy - Sue moved to approve and Angie seconded YES: all in favor NO: no one ABSENT: Cheryl
- Review of Television Display policy - A note is made to create a request form both in print and online. Laurie moved to approve and Liz seconded YES: all in favor NO: no one ABSENT: Cheryl
- Review of Staff Evaluations policy - A note was made to send a copy of this policy to the city before formal board approval. A note was made to review the Minden Public School policy for wording. Sue motioned to table the staff evaluations approval until next month's meeting. Laurie Seconded. YES: all in favor NO: no one ABSENT: Cheryl
- Review of Director Evaluation policy - A note was made to match wording with that of the Staff Evaluations manual. Some wording changes will be made. A copy will be sent to the city. Angie motioned to approve the policy with stated changes. Laurie seconded. YES: all in favor NO: no one ABSENT: Cheryl

Next meeting will take place on Tuesday, July 7 at 4:00 pm

Liz motioned to adjourn. Sue seconded. All in favor. NO: no one ABSENT: no one
Adjournment occurred at 5:09 pm